

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
September 15, 2016**

The regular monthly meeting of the Housing Authority of City of Burlington, Wisconsin was held on Thursday, September 15, 2016 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Stubley, Secretary Iselin, Commissioner Heck and Manager Eileen Olson. Commissioner Merten was excused.

Minutes from the regular monthly meeting held August 18, 2016, were reviewed and approved as written with a motion by Stubley, seconded by Heck, and carried unanimously.

FINANCIAL REPORT: Reserve Account balances as of August 31, 2016. (See statement balance sheet).

Manager Olson is working with our accountants on our yearly audit for fiscal year ended 8/31/16.

OCCUPANCY REPORT: Manager Olson reported 60 on the waiting list for 1 bedroom units and 10 for 2 bedroom units.

BUILDING AND MAINTENANCE:

The buckthorn along the river is growing back around the edges of the cut stumps. Manager Olson will follow up with Arbor Images to see what else can be done to inhibit its regrowth.

The family of deceased resident Jack Wiemer would like to donate a flowering plant in Jack's memory. It will be planted in the courtyard on State Street outside of Jack's former apartment.

The laminate flooring in Apt. 119 is buckling again, Manager Olson will look into what needs to be done to alleviate the problem before the new tenant is moved in. The carpet in Apt. 237 has been replaced.

It was discovered that the ceilings in the six fully accessible units have started to split where the new drywall was installed during the MPR. Apartment 101 was the worst and was vacant so it has been repaired. The other five units can be repaired as they become vacant.

Kathy Zurawksi, architect from Rural Development, visited the premises on Tuesday, August 30 to review budgetary items from the MPR so she can close the project.

Vertical blinds have been ordered for 24 units with west and south exposure.

Manager Olson received additional bids from Maximum Security, Computer Medix and Clearcom to upgrade our security system and install more cameras. She will call Tyco and ask for clarification on their bid to make the best recommendation.

Manager Olson will get a price to get the shed roof re-shingled. Vic from maintenance offered to complete the rest of the work on the shed and dumpster enclosure (paint, siding, door) as time and budget allows next spring.

Koch Kuts will begin work on the landscaping on the Northwest side of the building the week of September 19th.

Manager Olson received bids from D.M. Ketterhagen for the South courtyard sidewalk (\$3,948.54), the East entry door slab (\$1,124) and the South entry door slab (\$1,438). Manager Olson will discuss these jobs with them and a possible discount for doing all three jobs at one time. A motion was made by Heck and seconded by Iselin to accept the bids, with amounts not to exceed the quoted price. Motion carried unanimously.

COMMUNICATION

Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.

NEW BUSINESS

None

UNFINISHED BUSINESS

None


OTHER BUSINESS:

Manager Olson and Chairman Lapp finished interviewing candidates for the Manager Assistant position. Manager Olson will be extending an offer to one of the candidates.

There were no resident comments.

ADJOURNMENT

There being no further business, motion to adjourn was made by Stubleby, seconded by Heck, and carried unanimously. Meeting adjourned at 7:45 P.M. The next monthly meeting has been tentatively scheduled for Thursday October 13, 2016 at 6:00 P.M.



Kelly Iselin, Secretary